

REAL ESTATE ASSESSOR

FLSA Code: E

Job Code: 2330

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate professional and administrative work assessing real property in the city; does related work as required. Work is performed under the general supervision of the Financial Services Director. Supervision is exercised over assigned personal.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, kneeling, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assessing real property; reconciling records; calculating, subscribing and defending assessments; preparing and maintaining records, maps and files; assisting the public.

Assess and places values for taxing purposes on property, including land and improvements;

Explains process and findings to public, City Council and City Clerk;

Works with the planner and subdivision administrator in order to ensure proper value of land and improvements;

Establishes and presents to the Commissioner of the Revenue property values for all city properties;

Responds to public inquiries and complaints and hears appeals at first level;

Provides staff support to Board of Equalization;

Makes general reassessments;

Conducts field inspections to gather data required for preparing assessments;

Keeps abreast with and uses effective methods of placing market values on real property;

Assists the City Attorney in legal actions brought against the city concerning property assessments;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from a college or university with major course work in real estate, business administration or related field and extensive real estate assessment experience; comprehensive knowledge of the principles, methods and practices of real property valuation; thorough knowledge of the principles underlying the laws, ordinances and regulations governing the operations of the Assessor's Office and modern land development practices; demonstrated ability to analyze and interpret fiscal and accounting data, prepare appropriate statements and reports and to establish and maintain effective working relationships with city officials, associates and the general public. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.